

**The Stourport High School
&
VIth Form College**

**Application Pack
School Business Manager**





The Stourport High School & VIth Form College

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November 2017

Ms L Deakin, BA Hons PGCE NPQH
Principal



Dear Applicant

This post is an opportunity for a dynamic and inspirational colleague to further their career within our outstanding school. We are looking for the right candidate to join our successful and ambitious Senior Leadership Team as School Business Manager.

Stourport High School has over the last 7 years been consistently judged outstanding by Ofsted and in our last inspection we were given top grades in all categories. Our school was recently named as one of the top 100 schools for sustained improvement over the last five years by the SSAT. We are the school of first choice for our surrounding area and have an excellent local reputation. We are committed to continuous improvement and the professional development of staff is a significant factor in ensuring that we achieve our aim of improving on our previous best. We have a 'can do' attitude where we feel nothing is impossible in order to improve our student's chances in life.

Working at Stourport High School is a rewarding experience. We are an Academy and we were in 2011 designated a National Teaching School and National Support School. We are now a provider of School Centred Initial Teacher Training (SCITT) which gives all our staff many opportunities for further professional and career development. Stourport High School is also part of the Severn Academies Educational Trust (SAET) and as a result the successful candidate could in time benefit from professional development and career opportunities across this cross phase multi academy trust.

We work closely with partners in local secondary and primary schools including; Birmingham University; Wolverhampton University; Kidderminster College; the Local Authority and Barnardo's. I, along with an outstanding staff including many Senior Leaders of Education (SLE's), regularly provide school to school support and work closely with the NCTL and SSAT on delivery of NPQ and other professional development programmes.

Set in North Worcestershire, Stourport on Severn is a thriving town built around the River Severn in the heart of England. The county is steeped in history, boasts miles of rolling countryside and is home to the nearby historic city of Worcester. The busy city of Birmingham, with excellent transport links including easy access to the M5, M6, M40 & M42 and the wider West Midlands, is also within commuting distance.

Within this pack you will find the following documents :

Job description
Application form
Information about the school

Our success is based on the quality of the staff we have in whatever role they play. We want to continually improve and strive to excel in everything we do. If you would like to join our team, please read through this application pack and then complete the application form in full.

The closing date for applications is Monday 20 November 2017. We are happy to receive applications by email to recruitment@shs.worcs.sch.uk.

Thank you for showing an interest in our school, I look forward to hearing from you and in the meantime if you have any questions or would like to look around our school please do not hesitate to contact Holly Nicholls on hnicholls@shs.worcs.sch.uk / 01299 872950.

Yours sincerely

Ms L Deakin
Principal





The Stourport High School & VIth Form College

Job Description

Post: **School Business Manager**

Post holder:

Reporting to: **Principal**

Scale / Grade: **PO5**

Term time factor/hours per week: **37hrs/week, full year**

Job Purpose

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Principal in his/her duty to ensure that the school meets its educational aims.
- The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
- The School Business Manager is responsible for the Financial Resource Management, Administration Management, Management Information and ICT, Human Resource Management, Facility & Property Management, Catering provision and Health & Safety Management of the school.

General Duties

Leadership & Strategy

- Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
- Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
- In the absence of the Principal, take delegated responsibility for financial and other decisions
- Plan and manage change in accordance with the school development/strategic plan.
- To lead and manage all school support staff
- The SBM is a member of the school's Senior Leadership Team (SLT) and as such is expected to attend school events and participate in duties and student engagement as a senior leader.

Financial Resource Management

- Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
- Submit the proposed budget to the Principal and Governors for approval and assist the overall financial planning process
- Discuss, negotiate and agree the final budget. Use the agreed budget to actively monitor and control performance to achieve value for money

- Identify and inform the Principal and Governors of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people
- Advise the Principal and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Identify additional finance required to fund the school's proposed activities
- Seek and make use of specialist financial expertise
- Maximise income through lettings and other activities
- Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitor the effectiveness and implementation of agreements

Administration Management

- Manage the whole school administrative function and lead all support staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfE, EFA and other agencies and stakeholders within statutory guidelines.

Management Information Systems & ICT

- Leadership of IT Support team.
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection across the school
- Ensure contingency plans are in place in the case of technology failure

Human Resource Management

- Ensure the school's equality policy is clearly communicated to all staff in school
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage recruitment, performance management, appraisal and development for all support staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary

- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

Facility & Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

Other responsibilities

- To contribute to the positive team atmosphere and public image of the school
- To act professionally and with integrity at all times
- To undertake continual professional development
- Prepare information relating to external requests under the Freedom of Information Act
- Work with other School Business Managers across the region to improve standards and practice.

Notes:

- a) The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment.
- b) The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- c) The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.

Signed (issued by) Date

Signed (received by) Date



The Stourport High School & VIth Form College

Person Specification

School Business Manager

ABILITIES	ESSENTIAL	DESIRABLE	EVIDENCE
Education	<ul style="list-style-type: none"> A professional qualification in Business Management, Accountancy or School Business Management Excellent written & verbal communication skills 	<ul style="list-style-type: none"> Member of NASBM First degree or equivalent Professional accounting qualification Further relevant educational professional qualifications 	Application form References Direct interview questions
Skills	<ul style="list-style-type: none"> Exceptional planning and organisational skills including managing deadlines Proven high level negotiating skills Highly developed interpersonal skills Ability to analyse data and higher level ICT skills An ability to interpret legislation and regulations An ability to participate in strategic decision making as part of the senior team An awareness & understanding of key issues in relation to procurement, contracts, risk assessment, estate management, HR and financial services within schools Confidence when dealing with difficult situations Ability to prioritise workload to meet competing deadlines Ability to constructively challenge the work of self & others to continually improve own and team performance 	<ul style="list-style-type: none"> Ability to plan and develop systems Ability to support non-financial managers 	Application form References Direct interview questions
Knowledge & Experience	<ul style="list-style-type: none"> Successful leadership within a large organisation Experience of leading budgetary management and control within an organisation and managing strategic financial plans Experience of motivating & leading staff Working knowledge of facilities management Working knowledge of health & safety legislation 	<ul style="list-style-type: none"> An awareness and understanding of school/public sector finance/resources management information systems Understanding of "best value" principals and how they apply to raising standards Understanding of the working structures of a school 	Application form References Direct interview questions

ABILITIES	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> • Knowledge of a variety of financial management systems • Experience at management level in an administrative environment • Experience of developing effective systems and procedures • Knowledge of audit processes & requirements • Managing strategic financial plans, procurement and fixed assets, health & safety • Experience of project management • An understanding of procurement, contracts, risk assessment, H&S and traded services in organisations • Understanding of the role of the Governing Body • Successful experience in the submission of bids securing funds in the public sector • Experience of managing change and dealing with difficult situations • Experience of working effectively with a range of internal and external partners and organisations 		
Personal Qualities	<ul style="list-style-type: none"> • Commitment to high educational, professional & personal standards • Commitment to equal opportunities • A level of motivation, 'can do' attitude • Strong awareness of professionalism and confidentiality • Ambitious and aspirational for self and others • Good sense of humour • Ability to relate to children and young people and act as a role model • High personal & professional standards • Innovative and creative thinker • A strong and bold character, able to persuade and motivate 		Application form References Direct interview questions

About Our School

Students at The Stourport High School & VIth Form College make strong progress

The progress our students make has been recognised by the Department for Education, which named us as a Top 100 Performing School in the country recognising our continued and sustained improvement. Exceptional exam results at GCSE, BTEC and A Level highlight the many academic successes achieved by our students. The majority of students join our VIth Form in Year 12 where they are fully prepared, academically and personally, for university and employment. Whilst we place significance and importance on academic success we aim to make the school experience one to remember for all the right reasons. A love of learning is a gift for life and we aim to provide a school experience that promotes happiness and an enjoyment in coming to school each day. Each member of our school community belongs to one of our four colleges, named after local war veterans, fostering a sense of belonging and encouraging healthy competition and success through individual and collaborative contribution to a team. Our colleges orchestrate fantastic work for a variety of charities which has led to us being recognised as one of the top schools in the UK for fundraising.

We strive to be outstanding in everything we do

Our pursuit of excellence ensures that we are relentless in our quest to provide a high quality learning experience which develops the strengths, talents and skills of all students and staff. Working closely alongside a wide range of local, national and international partners, we remain innovative and progressive whilst being at the heart of the community, reflected in our close partnership with parents and collaboration with our local schools.



Learning is enhanced through our fantastic facilities

Our fantastic sports provision makes full use of a new sports hall, fitness suite, athletics & cycle tracks, netball dome and two all-weather pitches and students also access other local facilities including Stourport Sports Club. Excellence in music and the performing arts is enhanced through music tuition in a wide range of instruments plus opportunities to work in our music studios and perform in showcases and school productions; events which play a vital role in school life. Students have access to our Additional Learning Facility (ALF), IT suites and social and restaurant spaces. We are also very excited to announce that in September 2017 we saw the opening of our brand new state of the art VIth form centre which will further enhance our post 16 student's experience.

We recognise that learning extends beyond the classroom

We have established a strong tradition for providing excellence in our extended curriculum. Providing all of our students with a wide and varied menu of enrichment activities and trips both in the UK and abroad enables them to learn important life skills and in turn enhance personal experiences and perspectives on the world.

Severn Academies Educational Trust

Stourport High School is part of the Severn Academies Educational Trust (SAET) consisting of both secondary and primary schools across Wyre Forest, Worcestershire. The Trust's vision is to create and foster a culture of high aspiration and expectation amongst all students regardless of their social, economic or cultural background. The Trust has a strong and open culture of collaboration between all of its schools where quality first teaching is paramount and pupils enjoy and are engaged in a rich and relevant curriculum.

Outstanding in all categories

Ofsted have acknowledged us as a consistently 'outstanding' school in all categories over successive inspections:

- Achievement of students
- Quality of teaching
- Behaviour and safety of students
- Leadership and management

More information about us can be found on our website:

www.shs.worcs.sch.uk



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An Academy for Students Aged 11 - 18

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Guidance on Completing the Application Form

Section One: Personal Details

Please ensure that all details are completed including your date of birth and Teacher Reference Number (if applicable).

Section Two: Education, Training & Qualifications

Please complete this section fully.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification:

Give an outline of your educational beliefs

Tell us why you want to join our school

Outline the contribution you could make to the development of students at Stourport High School.

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Section Six: References

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from the headteacher of your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.



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An Academy &
National Teaching
School

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